



FEMP AFFECT FOA

The Federal Energy Management
Program (FEMP)

Funding Opportunity
Announcement (FOA)

For Assisting Federal Facilities
with Energy Conservation
Technologies (AFFECT)

Instructors: David Boomsma
Brad Gustafson



Presenters Today

David Boomsma

Federal Energy Management Program
Energy Efficiency and Renewable Energy (EERE)
US Department of Energy

Brad Gustafson

Federal Energy Management Program
Energy Efficiency and Renewable Energy (EERE)

Important Event	Date
FOA Issue Date	November 5, 2013
Letter of Intent Deadline	December 10, 2013 5:00pm EST
Full Application Deadline	February 18, 2014 5:00pm EST
Notification of Award Selections	April 29th, 2014
Award Initiation (negotiations complete)	June 10, 2014

- Letters of Intent and Full Applications must be submitted through EERE Exchange at:

<https://eere-exchange.energy.gov>

EERE's Online Application Portal

- The Users' Guide for Applying to the Department of Energy EERE Funding Opportunity Announcements is found at:

<https://eere-exchange.energy.gov/manuals.aspx>

- Estimated Funding Available
 - \$5 million available
 - Number of awards will depend on award size
- Individual Awards will vary between approximately \$50,000 and \$1,000,000, with a typical award size of \$500,000 for a large project.

Types of Funding Agreements	Grant awards through Interagency Agreements
Period of Performance	Up to 24 months to deliverable date
Eligible Applicants	U.S. Federal Agencies and Sub-agencies, subject to the definitions in Section III.A.

Cost Leverage Requirement	At least 50% of total project costs <ul style="list-style-type: none">• From either Federal or non-Federal sources• ESPC or UESC private sector financing is strongly encouraged.
Submission of Multiple Applications	Applicants may submit more than one application to this FOA, provided that each application describes a unique and distinct project.
U.S. Federal Agencies Only	The AFFECT FOA will provide direct funding to U.S. Federal agencies for the development of combined heat and power or renewable energy capital projects at agency facilities.

Letter
of
Intent
Due
December 10, 2013
5pm Eastern Time

- One Page Letter with:
 - Project Title
 - Project Location(s)
 - Lead Organization
 - Anticipated Project Budget (EERE and Cost Leverage)
 - Anticipated Project Duration
 - The Project Team, including:
 - The Principal Investigator (PI) for the Applicant
 - Key Participants (i.e., individuals who contribute in a substantive, measureable way to the execution of the proposed project).
 - Technical Topic or Area
 - Abstract – The abstract provided must be no longer than 200 words in length, and must provide a truncated explanation of the proposed project.

Full
Application
Due
February 18th, 2014
5pm Eastern Time

Application Submission	Components	File Name (If Necessary)
PDF	Project Narrative	Control Number Lead Organization Project Narrative
PDF	SF-424	Control Number Lead Organization SF424
PDF	Life-Cycle Cost Analysis Calculation	Control Number Lead Organization LCCA Calculation
PDF	Letters of Commitment (1 page max per letter)	Control Number Lead Organization Letters of Commitment
PDF	Cost Leverage Verification (1 page max per letter)	Control Number Lead Organization Cost Leverage Verification

Project Narrative

- Formatting requirements (pages 12 & 13 of FOA)
 - PDF Format Only
 - 12 point Times New Roman font
 - 1 Inch Margins
 - Footnotes must be 10 point font
- Maximum 10 page length limit
 - Pages over 10 will not be sourced
- The Narrative must include the Control Number on all 10 pages (Page 14 of FOA) (Control number is issued after the letter of intent is submitted).

Cover Page

- Title
- Topic Area
- Lead Organization
- Project Location
- Principal Investigator (PI)
- Team Members
- Project Budget (EERE and Leverage)
- Project Duration
- Confidentiality Statements

Project Description

- Demonstrate Viability:
- Background
 - Technical Overview
 - Economic Overview
 - Impact

Proposed Work Plan (Page 16 & 17 of the FOA)

Must fully describe how the applicant will achieve the project objectives. The work plan will contain:

- Final Deliverable Statement
- Approach to execute the project (name contractors, vendors, ESCOs)
- Describe action items and key, verifiable metrics that demonstrate project performance, progress, and completion, broken down into tasks, subtasks and intermediate milestones.

Team and Resources

Describe the project team's qualifications, expertise, equipment, facility:

- Demonstrate project timeliness and successful past projects
- The site and equipment
- Letters of commitment from project partners
- Management plan
- The organization's commitment should be demonstrated in a letter.

Form SF-424 is Required Application for Federal Assistance

- Certifications and assurances can be found at:
<http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>

DOE Budget Forms

» SF 424 Research & Related Budget (R&R) - 3 Year and 5 Year Forms Available

- Save the document SF-424 in a single file, titled per instructions on page17 of FOA (Control Number_LeadOrganization_APP424).

Life Cycle Cost Analysis

Projects must demonstrate they are life-cycle cost-effective through a life-cycle cost analysis (LCCA):

- Must adhere to 10 CFR 436, Subpart A:

<http://www.law.cornell.edu/cfr/text/10/436/subpart-A>

- Must calculate life-cycle cost-effectiveness in accordance with 10 CFR 436, Subpart A using the Building Life-Cycle Cost (BLCC) software program or equivalent.

https://www1.eere.energy.gov/femp/information/download_blcc.html

Letters of Commitment

- 1 Page
- Control Number
- Lead Organization

Leveraging Verification

- **LEVERAGING Dollars**
 - The agency requesting financial assistance must provide **at least 50%** of the total allowable costs for the project:
 - The sum of the EERE share and the recipient share of allowable costs equals the total allowable cost of the project
 - Leveraged funds may come from either Federal or non-Federal sources.
 - Private sector cost leveraging through an alternative financing mechanism—such as an ESPC or UESC contract—is strongly encouraged.
 - The leveraging budget and how the leveraged funds will be spent, including the verification, must be included as a separate file per section IV.C.1. (See page 16 of the FOA).
 - Include the control number and the lead organization on the separate file.

Application Merit Criteria

Criteria	Weighting
Project Impact	30%
Cost Leverage and Budget	25%
Technical and Economic Merit	25%
Project Management Plan	20%

Project Impact 30%

- The degree to which the proposed project results are conducive to broader adoption at other Federal facilities.
- Impact the direction, strategy, and thinking of the agency to engage in similar efforts at other Federal facilities.
- The potential and likelihood of the proposed project to substantially move the site and/or agency toward the achievement of energy-related goals as set forth by the Federal statute as reflected in annual reporting requirements such as the OMB Sustainability and Energy Scorecard.

Cost Leveraging and Budget 25%

- Extent and efficiency with which the project leverages EERE funds under this award with committed agency-appropriated funds and/or financing from other non-Federal sources.
- Reasonableness and appropriateness of the proposed budget.
- Impact that EERE funding would have on the proposed project.

Project Management Plan 20%

- Approach and Proposed Work Plan
- Team
- Resources

Technical and Economic Merit 25%

- Identify, describe, and analyze the proposed project, including its projected probability of success.
- Describe the proposed site(s), baseline system(s), and project history and current status.
- Technical and economic benefit of the project as compared to the current baseline system at the proposed site(s).
- Technical and economic viability, including energy and cost savings, cost-effectiveness, relevant supporting data, reasonable assumptions, and discussion of prior efforts that support the validity of the project.
- Adequacy of life-cycle cost analysis per Section I.D.
- Discussion and demonstrated understanding of the project through the identification of key project risk areas (including but not limited to technical, financial, system integration, and environmental risks) and the quality of the mitigation strategies to address them.

Project Performance Targets

- Final Deliverable
- Project Reviews
- Project Schedule
- Project Impact
- Life-Cycle Cost Analysis
- Bundled Projects

Funding will not be released until the final deliverable is achieved

- Funds will only become available AFTER THE FINAL DELIVERABLE HAS BEEN ACCOMPLISHED TO THE SATISFACTION OF EERE
- If the final deliverable is not met, the award may be terminated.

Examples of Final Deliverables

Will include, but not be limited to, a contract or task order award.

An equipment purchase order.

The receipt, review, and acceptance of a final proposal.

Final Deliverable will NOT INCLUDE

Activities related to the installation, construction, commissioning and operation of the project.

Data collection of the proposed system.

Maintenance of the proposed system.

Project Schedules Should be Challenging and Achievable

- Overly aggressive and unrealistic schedules must be avoided.
- Awards may terminate or be cancelled if not on schedule.
- An overly conservative schedule is discouraged; the project must be timely.
- The project schedule will be finalized during award negotiations and must be achievable.

Project Impact

- Projects must demonstrate that the experience gained through the proposed project will serve as ***an example that can lend itself to similar efforts at other Federal sites.***
- Projects will be evaluated on the merits of the proposed project AND the ability of the project technology and lessons learned to be utilized at other Federal sites.
- Projects must demonstrate how lessons learned can be applied to future projects.

Questions about this FOA?
Email AFFECT@go.doe.gov

Problems with EERE Exchange?
Email EERE-ExchangeSupport@hq.doe.gov
Include FOA name and number in subject line

QUESTIONS?